IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

Meeting:	DPH Institutional Review Board	Date:	4/24/19	Start:	1338	Finish:	1454
Purpose: /	Ad Hoc Meeting	Location	n: 525 W. Jo 122 S. M	efferson, 4 ichigan, 7	4 th FL, Sprin	gfield, IL om 711, Cł	nicago, IL
Chair: Crai			er: Kori Acc				

^{*}Participants received all pertinent documents prior to the meeting. Springfield and Chicago meeting locations were linked via videoconference.

Name	Present	Absent	Member	Alternate	Staff	Non- scientist	Scient ist	Unaffi liated	Chica go	Sprin gfield	Other
Eduardo Alvarado	\boxtimes								\boxtimes		
Matt Charles	\boxtimes			\boxtimes		\boxtimes			\boxtimes		Substituting for Tiefu Shen
Craig Conover			\boxtimes				\boxtimes				Chair
Jane E. Fornoff	\boxtimes		\boxtimes							\boxtimes	
Jennifer Layden		\boxtimes	\boxtimes				\boxtimes		\boxtimes		
Fangchao Ma			\boxtimes				\boxtimes		\boxtimes		
Jasmine Phua	\boxtimes					\boxtimes				\boxtimes	
Tiefu Shen		\boxtimes	\boxtimes								Vice Chair
Sharon Shipinski	\boxtimes		\boxtimes					\boxtimes	\boxtimes		Prisoner Representative
Dennis Tiburzi		\boxtimes		\boxtimes		\boxtimes				\boxtimes	
Harold Duckler					\boxtimes				\boxtimes		
Kori Acosta	\boxtimes				\boxtimes	\boxtimes			\boxtimes		
Elliot Batten	\boxtimes									\boxtimes	Responsible Individual
Anh-Thu Runez									\boxtimes		Responsible Individual

		SUMMARY NOTES		
Topic	Reporting	Discussion Summary	Commitment / Progress (Action, Status, Outcome)	Accountable (Who / When)
Call to Order	Craig Conover	The IDPH IRB Quarterly Meeting was called to order at 1:38 p.m. by Craig Conover. Dr. Conover and new members were introduced. All others present introduced themselves. Quorum was verified. Sharon Shipinski participated via telephone.		

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Approval of Minutes	Craig Conover	No changes were requested. Eduardo Alvarado moved to approve the minutes from February 16, 2017. Matt Charles seconded the motion. All approved. The motion was carried.	Emailed to Cris for posting Posted	Kori Acosta Cris Martinez			
		approved. The motion was carried. Total voting = 03; Vote: For = 03; Opposed = 0; Abstained = 3, due to not being present at the February 16, 2017 meeting	rosieu	Cris Martinez			
Protection of Human Subjects Recertification	Kori Acosta	 IDPH policy on human research subject certification requires that members recertify every three years. Reference to this policy may be found on page 9, section 3.5 "Board Member Education/Training" in the IDPH IRB Procedures Manual at: http://www.dph.illinois.gov/sites/default/files/publications/procedures.pdf Members will be sent recertification reminders 3-months before the due date. Dennis Tiburzi is past due by seven months in submitting his recertification, all else are up to date Training options discussed now that the free NIH training has been discontinued. 	Recertification overdue by 7 months	Dennis Tiburzi			
Full Board Review of #0928 Supportive Release Center Study (SRCS)	Craig Conover	 Dr. Conover explained that 0928 SRCS involved prisoners, IDPH's role in providing data and the importance of the board's input. Dr. Shipinski offered a summary of 0928. Further questions and issues about the study arose. Jane Fornoff moved to defer determination of the study pending responses to questions gathered, Matt Charles seconded the motion. All approved Total voting = 06; Vote: For = 06; Opposed = 00 Abstained = 00 Dr Conover summarized member's questions and thanked everyone for their insightful input. 	Quorum was maintained Deferred				

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2019 Meeting Schedule	Kori Acosta	 Board Meetings are held on the 3rd Thursday of the 2nd month of each Quarter from 1:30-3 PM. 		
		 Ad Hoc Meetings are tentatively scheduled on the 3rd Thursday of all months when there are no Board Meetings scheduled 		
		 This year's remaining Quarter Board meetings are: May 16th, August 15th, & November 21st in the Director's Conference Room in Springfield & Room 711 in Chicago 		
		*Videoconferencing Available		
Public Comment	Chair	 Craig Conover opened the floor to public comment. There was none.		
Adjournment	Chair	Eduardo Alvarado moved to adjourn the meeting. Matt Charles seconded the motion. All approved. The meeting adjourned at 2:54 p.m.		